

**Reclamation Manual**

Reclamation Acquisition Regulation System

401 DM Addition to FAR &amp; DIAR

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## PART WBR 1413

## SIMPLIFIED ACQUISITION PROCEDURES

## SUBPART WBR 1413.1 -- GENERAL

**WBR 1413.106 Soliciting competition, evaluation of quotes, and award.****WBR 1413.106-1 Purchases at or below the micro-purchase threshold.**

(a) *General.* The procedures contained in the Reclamation Purchase Card Handbook (Handbook) shall be used in lieu of those prescribed by DIAR 1413.601(c).

(b) *Authority.* The HCA has delegated authority to the CCO to issue, amend, or rescind delegation of authority letters to purchase cardholders. This authority may be redelegated to the regional program coordinator.

(c) *Responsibilities.*(1) AAMS is responsible for --

(i) Policy and oversight management of the Governmentwide purchase card system;

(ii) Maintaining records of designated purchase cardholders and approving officials; and

(iii) Maintaining and issuing changes to the Handbook.

(2) Contracting office. The contracting office is responsible for --

(i) Implementing and managing the Governmentwide purchase card program within its region or service area; and

(ii) Appointing a regional program coordinator in accordance the Handbook.

(3) A regional program coordinator shall be appointed for each contracting office and shall be responsible for --

(i) Reviewing and processing purchase card applications for approval;

(ii) Training prospective purchase cardholders;

(iii) Ensuring delegation of authority letters are issued to a cardholder before receipt of a purchase card;

(iv) Establishing additional reporting requirements which may be necessary for internal control;

(v) Disposition of unresolved purchase disputes and credit or billing errors (or designating another individual to assist with unresolved disputes and errors); and

(vi) Distributing changes issued to the Handbook to each cardholder.

**WBR 1413.106-80 Documentation to support****purchases.**

(a) Documentation of simplified acquisition transactions and modifications, shall be accomplished using Reclamation form 7-2080, Small Purchase Documentation Memorandum (illustrated in WBR 1453.303-7-2080), unless the transaction is made using IDEAS and documented accordingly.

(b) Technical certifications (See WBR 1406.303-2(b)) of Justifications for Other Than Full and Open Competition for simplified acquisitions can be submitted electronically and do not require an original signature.

**SUBPART WBR 1413.2 -- BLANKET PURCHASE AGREEMENTS****WBR 1413.201 General.**

The Reclamation Blanket Purchase Agreement (BPA) Handbook establishes policies and procedures for use of BPAs. Copies of the handbook are available from AAMS, D-7800.

**WBR 1413.205 Review procedures.**

Review procedures are contained in Section V of the BPA Handbook.

**SUBPART WBR 1413.4 -- IMPREST FUND****WBR 1413.402 Agency responsibilities.**

(a) Use of the Governmentwide commercial purchase card prescribed under Subpart WBR 1413.103 shall be considered as the alternate purchasing method to using imprest funds when a purchase card transaction is feasible.

(b) The HCO, or designee, may designate personnel authorized to make purchases using imprest funds.

(c) Documentation of purchases made using imprest funds shall include --

(1) An approved and validated Reclamation form 7-702, Requisition, which shall be presented to the designated cashier prior to receiving funds;

(2)(i) Signature on the "Interim Receipt for Cash" portion of Standard Form 1165 (SF-1165) Receipt for Cash Subvoucher, by the authorized purchaser; and

(ii) Establishment of a purchase file for the action by the designated cashier;

(3) Acknowledgement of a receipt of payment using a signed and dated --

(i) Sales receipt from the supplier for over-the-counter purchases;

(ii) A shipping invoice for C.O.D. deliveries to a designated point; or

(iii) In the absence of documents in subparagraphs (3)(i) or (3)(ii) above, a SF-1165, Receipt for Cash-Subvoucher;

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(4) A "Received and Accepted" certification on the applicable document in subparagraph (c)(3) above, signed and dated by the purchaser;

(5) Return of the receipt in subparagraph (c)(3) above, certified in accordance with subparagraph (c)(4) above, and any unused cash to the cashier; and

(6) Voiding of the receipt obtained in subparagraph (c)(2) above and recording completion of the action in the purchase file by the designated cashier.

### SUBPART WBR 1413.5 -- PURCHASE ORDERS

#### WBR 1413.503 Obtaining contractor acceptance and modifying purchase orders.

Standard Form 30, (SF-30) Amendment of Solicitation/Modification of Contract shall be used to modify purchase orders in accordance with WBR 1443.301.

#### WBR 1413.505 Purchase order and related forms.

(a) *Forms for transactions not made using IDEAS.*

(1) In accordance with FAR 13.505(a)(3), Reclamation form 7-711, Order for Supplies or Services (illustrated in WBR 1453.303-7-711) and form 7-711A, Order for Supplies or Services Schedule - Continuation (illustrated in WBR 1453.303-7-711A) shall be used as purchase order forms for transactions not made using IDEAS.

(2) *Conditions of Use for forms 7-711 and 7-711A.* Reclamation forms 7-711 and 7-711A shall be used under the conditions listed in --

(i) FAR 53.213(f); and

(ii) The Reclamation desk guide entitled "Guide for Processing Receiving Reports and Invoices (Jan 92)" which requires that --

(A) Block 11 of form 7-711 specify that invoices are to be sent to the mailing address for the "Designated billing office" which is also the receiving location; and

(B) Delivery instructions shall avoid specifying names of individuals when there is a centralized receiving office at the delivery location.

(b) *Standard Form (SF) 44, Purchase Order-Invoice-Voucher.*

(1) The SF 44 can be used as an alternative purchasing method only if all the conditions listed in FAR 13.505(b)(1) are satisfied.

(2) The CCO is responsible for --

(i) Safeguarding unissued books of SF-44 forms;

(ii) Issuing procedures for designating

personnel authorized to use the forms; and maintaining records of the serial numbers of each book of forms, the person to whom the book(s) are issued, and the date of issuance;

(iii) Reviews of purchases made by authorized users for compliance with the requirements of this subpart; and

(iv) Instructing users on their responsibility for compliance with the following requirements governing use of the forms --

(A) Conditions for use in FAR 13.505(b);

(B) Funding availability;

(C) Purchasing from Government sources of supply required by FAR Subpart 8.1;

(D) Purchasing from small businesses in accordance with FAR 13.105;

(E) Documentation required by FAR 13.106-2;

(F) Prohibition against purchasing nonexpendable personal property unless control procedures have been established by the responsible property officer; and

(G) Prohibition against splitting requirements to stay within the micro-purchase level (FAR 13.103(c)).